

IV-Agency Descriptor Tables

This chapter is an introduction to the 22 Agency Descriptor tables. Detailed instructions for each table are provided in a separate chapter in this volume.

STRUCTURE

Each table is divided into two segments: the control key and informational elements. The control key segment identifies each table by the Descriptor Table Identification (ID) Code, the Organization Code, and a specific table key. The ID Code is the table number, which is based on the Command **I.5** Agency Descriptor Table menu. The table numbers range between D01 and D54. The Organization Code is based on the user sign-on. The specific table key is assigned by the agency.

The informational elements segment includes the title and, if applicable, other reference data.

The Agency Descriptor Tables are listed and described below:

- ✧ **Organization Hierarchy (D02-D06)** – is used to establish an agency's internal organizational structure. The structure identified on these descriptor tables determines the levels where the agency chooses to capture costs.
- ✧ **Agency Object (D12)** - is used to establish an agency-defined lower level breakdown of the Object Detail codes contained in the Statewide Object Detail Descriptor Table (D11). Agencies can classify specific goods or services in more detail by assigning a two-digit agency object to an existing Object Detail Code.
- ✧ **Program Hierarchy (D15-D18)** - is used to establish an agency's program structure. This structure is established based on the program levels in the Governor's Budget. However, agencies may establish a lower level of program detail than what is displayed in the Governors' Budget.
- ✧ **PCA Level 1 (D19)** - is a code that can be established to group together multiple PCAs with similar activities, i.e., Administration/Distributed Administration or expenditures/reimbursements collected on the Q21, Q35-Q38 reports.
- ✧ **Fund Detail (D23)** - is used to establish an agency-defined lower level breakdown of the Fund codes contained in the Statewide Fund Descriptor Table (D22). Agencies can classify specific funds in more detail by assigning a two-digit fund detail to an existing Fund Code. The D23 Table can associate the Fund Detail Code to a SCO Fund Code for use in the claim schedule process.
- ✧ **Reference (D26)** - is used to establish a three-digit code that identifies agency appropriations by type (i.e., Budget Act) and classification (i.e., Support).

- ✧ **Subsidiary (D32)** - is used to establish a code that identifies additional information that cannot be provided within the General Ledger Account structure. For example, agencies must establish a Subsidiary code to identify the other funds involved when posting transactions to GL 1400 Due from Other Funds or Appropriations or GL 3110 Due to Other Funds or Appropriations
- ✧ **Agency Source (D34)** - is used to establish an agency-defined lower level breakdown of the Source codes contained in the Statewide Source Descriptor (D33) Table. Agencies can classify receipts in more detail by assigning a two-digit agency source to an existing Source Code.
- ✧ **Location (D35)** - allows agencies to establish codes to track expenditures by geographic location. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.
- ✧ **Federal Catalog (D40)** - is used to identify the five-digit Federal Catalog and three-digit SCO Account Number assigned to each Federal Grant. The eight-digit Federal Catalog code is required for agencies who account for federal funds.
- ✧ **Project (D42)** - allows agencies to establish project codes to track costs for Federal grants or special projects without regard to the state fiscal year. Project codes are required for Federal grant accounting.
- ✧ **PCA Activity (D43)** - allows agencies to establish codes to track agency-defined activities within a PCA. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.
- ✧ **Payroll Object Conversion (D47)** - allows agencies to assign specific Object Detail and Agency Object Codes to SCO Blankets (i.e., Temporary Help Blanket).
- ✧ **Fund/Fund Source Edit (D53)** - is a twelve-digit code composed of FFY, Reference, Fund and Fund Source combinations that can be used to edit fund and fund source combinations entered into the PCA Table or accounting transactions.
- ✧ **Remittance Advice Message (D54)** – is a three-digit code that can be used to print agency-defined messages on claim schedule remittance advices.

RELATIONSHIP TO OTHER TABLES

The Descriptor Tables affect all levels of accounting and reporting through their relationship with the other files and tables. The Descriptor Table titles, however, have no effect on financial data and may be changed when necessary.

INPUT CODING

Exhibit IV-DA-1 is an overview of the control key and informational elements for the Agency Descriptor Tables. For coding instructions for a specific table, refer to the appropriate table chapter.

AGENCY DESCRIPTOR TABLES SCREEN

Agency Descriptor Tables are established or modified in CALSTARS through Command **I.5**. The Agency Descriptor Tables screen is shown below:

```

9990 I.5: Agency Descriptor Tables                                11-01-2004 12:44 PM

      CODE      AVAILABLE OPTIONS                                CODE      AVAILABLE OPTIONS
      02      Organization Hierarchy                            43      PCA Activity
      12      Agency Object                                      47      Payroll Object Conversion
      15      Program Hierarchy                                53      Fund/Fund Source Edit
      19      PCA Level 1                                       54      Remittance Advice Message
      23      Fund Detail
      26      Reference
      32      Subsidiary
      34      Agency Source
      35      Location
      40      Federal Catalog
      42      Project

Code: __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                           Main
  
```

To display a specific table's entry screen, key the desired table number in the Code field and press **Enter**.

Although structurally separate, the organizational tables (D02-D06) are accessed through Command **I.5.02** Organization Hierarchy. Likewise, the programmatic tables (D15-D18) are accessed through Command **I.5.15** Program Hierarchy.

NOTE: Although a Funding Fiscal Year may be included in a Table Entry Key, i.e., the D53, Descriptor Tables are established without regard to Funding Fiscal Year. Descriptor Tables exist in CALSTARS until they are manually deleted.

EXHIBIT IV-DA-1
AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Section	02	Org Code	2	N	Section	None	Section Title
Sub-Section	03	Org Code	4 (2) (2)	N N	Section Sub-Section	None	Sub-Section Title
Unit	04	Org Code	6 (2) (2) (2)	N N N	Section Sub-Section Unit	None	Unit Title
Sub-Unit	05	Org Code	8 (2) (2) (2) (2)	N N N N	Section Sub-Section Unit Sub-Unit	None	Sub-Unit Title
Sub-Sub-Unit	06	Org Code	10 (2) (2) (2) (2) (2)	N N N N N	Section Sub-Section Unit Sub-Unit Sub-Sub-Unit	None	Sub-Sub-Unit Title
Agency Object	12	Org Code	5 (3) (2)	N B	Object Detail ^{2/} Agency Object	None	Agency Object Title
Program	15	Org Code	2	N	Program	None	Program Title
Element	16	Org Code	4 (2) (2)	N B	Program Element	None	Element Title
Component	17	Org Code	7 (2) (2) (3)	N B N	Program Element Component	None	Component Title